

**SECRET**

(CLASSIFICATION)

Executive Registry

64-2462

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-369Date 18 APR 1964

TO : Deputy Director (Plans)

SUBJECT : End-Of-Year Ceiling Control for Temporary, Part-time,  
and Foreign National Personnel

REFERENCE:

1. Instructions from the Bureau of the Budget this year included a new policy of establishing an end-of-year ceiling on the number of Temporary, Part-time and Foreign National personnel that the Agency may employ. The Bureau's instructions further state that under no circumstances should employment be permitted to reach a point where end-of-year strength would exceed this ceiling. The approved ceiling is lower than the number requested by the Agency in its budget submission.

2. To ensure that the Agency does not exceed its reduced end-of-year ceiling for these personnel categories, it becomes necessary to allocate ceilings to each Deputy Directorate. Accordingly, the end-of-year ceiling for the Plans Directorate is established at [redacted]. This represents a reduction of [redacted] from your budget estimate of [redacted] and consists wholly of the reduction resulting from the cancellation of the summer-only employee program this year. You are authorized to allocate this ceiling among your components in relationship to the priorities you attach to your various programs. Your end-of-year strength for these categories, in total, must be within this ceiling.

3. In order that I might be kept apprised of the progress you are making toward meeting the reduced end-of-year ceiling objectives, you will submit to the Office of Budget, Program Analysis and Manpower one report as of 30 April 1964 and another as of 30 June 1964.

SUSPENSE DATE:

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GROUP 1  
Excluded from automatic  
downgrading and  
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which will indicate the distribution of non-permanent ceiling among your components and the on-duty strength charged against these ceilings.

4. As a result of lower staff ceiling authorizations, components may be inclined to give more consideration to the employment of contract personnel who may be exempt from both permanent and non-permanent ceiling count. The Director will not condone the use of the contract mechanism for the purpose of increasing personnel strength levels outside the framework of allocated ceiling strengths, either in the US or abroad. The President has specifically enjoined the Heads of all Departments and Agencies to avoid using this kind of authority to evade compliance with the employment levels which have been established for each government agency.

Lyman B. Kirkpatrick  
Executive Director-Comptroller

cc: D/Personnel

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BPAM/[redacted]/fm (3 April 1964)

Distribution:

Orig & 1 - Addressee  
1 - DDCI  
1 - ExDir-Compt  
1 - ER ✓  
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Executive Registry

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6 APP 1964

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : End-Of-Year Ceiling Control for Temporary,  
Part-Time, and Foreign National Personnel

1. Paragraph 4 of this memorandum proposes action to implement Bureau of the Budget policy of establishing a numerical ceiling over the Agency's non-permanent category of personnel which includes Temporary, Part-time, and Foreign National personnel.

2. The Bureau's memorandum of 3 February 1964, setting forth the President's approved levels for money and manpower for CIA through FY 1964 and FY 1965, established the following limitations on employment levels:

Total Number of Employees .....  
Employees Occupying Permanent Positions ...

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3. The difference between the total number of employees and the employees occupying permanent positions is the Temporary, Part-time and Foreign National category on which a ceiling of [redacted] has been established. The establishment of a ceiling for this non-permanent category of employees as well as an admonition that this ceiling is not to be exceeded unless approved in advance by the President is a new policy. The over-all number the Agency had budgeted for in FY 1964 was [redacted] which is [redacted] in excess of the new ceiling of [redacted]

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4. To ensure that the Agency does not exceed the new ceiling of [redacted], it is recommended that you sign and forward the attached memoranda to the Deputy Directors which will:

(a) advise them of this new policy and of their reduced ceiling for this category of personnel,

(b) alert them to control on-duty strength against this ceiling,

(c) impose a requirement to report on-duty strength levels of these types of employees, and

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(d) caution against the improper use of the contract mechanism to add personnel to the rolls.

5. The cuts involved are comparatively small and in the absence of a summer-only employee program (last year the Agency summer employees totalled [redacted], most offices will be able to absorb them without much difficulty. The proposed allocations total [redacted] which is [redacted] below the total authorized by the Bureau of the Budget. This will permit us some flexibility to meet new requirements if necessary.



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Acting Director,  
Budget, Program Analysis and  
Manpower

BPAM/[redacted]kfh (3 Apr 64)

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4-2109

Executive Director  
Ref-3111

MEMORANDUM FOR: Executive Director-Comptroller

ATTN : Chief, Budget, Program Analysis  
and Manpower

SUBJECT : End-of-Year Ceiling Control for  
Temporary, Part-time and Foreign  
National Personnel

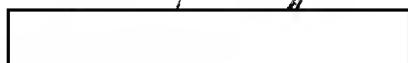
REFERENCE : Action Memorandum No. A-369 from the  
Executive Director-Comptroller to  
Deputy Director (Plans), dated  
13 April 1964, same subject.

1. This constitutes a report requested as of 30 April 1964 with respect to the referent memorandum establishing a year-end ceiling of [ ] for temporary, part-time and foreign national personnel.

2. The personnel categories on which the Bureau of the Budget has placed numerical control are, in fact, monetary requirements of CS components for services translated through set formula into man-years. This process is in accord with the long-standing instructions of the Bureau and has been done, as a matter of practice, in order to satisfy completion of a particular column in the prescribed budget format. There has never been, nor does there exist today, any true relationship between the development of budgetary estimates for non-staff personnel and actual number of persons on duty at a given time. The imposed ceiling figure, therefore, was not developed by the Bureau around any logical management technique for determining or estimating manpower requirements. Because of many situations around the world, necessarily involving part-time, temporary and intermittent employees, our rejoinder to the Bureau may lie ultimately in the development of some formula relating to average employment figures computed in terms of man-years.

3. With regard to the ceiling set forth in paragraph 2. of referent memorandum, there is no meaningful method of allocating it to components until we are able to develop manpower reports

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and requirements related to the non-staff personnel categories which are included in our approved programs. We have for some time realized a reporting deficiency in this respect and we have been working toward a solution in cooperation with the Office of Budget, Program Analysis and Manpower. In the near future, we are bringing a well-qualified senior officer into the Office of Operational Services to concentrate on an appropriate system of reporting and managerial direction of non-staff personnel.

4. Using the same budgetary formula which we have followed heretofore, we shall submit a recalculation as of 30 June 1964 to indicate the year-end status of our original estimate.

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[Redacted]  
Deputy Director for Plans

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